



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12-011

OPEN TO: **All Bangladeshi Qualified Candidates**

POSITION: **Project Management Specialist, FSN-11**

(Salary approx. Tk. 115,635 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (one
grade lower than the position grade.)**

OPENING DATE: **February 12, 2012**

CLOSING DATE: **March 12, 2012**

WORK HOURS: Full-time, 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist** in the Office of Population, Health, Nutrition and Education (PHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Project Management Specialist is a senior professional in the field of Public Health in Bangladesh. He/she has expertise in public and private sector health care delivery which will include skills in one or more of the following areas: maternal and child health, family planning, HIV/AIDS, TB, and nutrition. In addition, they should be familiar with procurement and commodity logistics. The successful candidate will have strong applied understanding of public health. He/she provides substantive advice and support in the formulation and administration of the overall population, health, nutrition and education (PHNE) program of USAID Bangladesh. He/she is instrumental in the conception, design, development, negotiation and implementation of critical projects which directly impact on the success in achieving USAID's GHI goals and objectives and to support the Government of Bangladesh's new Health, Population and Nutrition Sector Development Program. He/she serves as the designated Agreement Officer's Representative (AOR) key family planning projects and activity manager for specialized technical topics which include: fistula care, strengthening drug commodity and logistics systems, and increasing access to long acting and permanent methods. He/she also serves activity manager for health Behavior Change Communication related activities.

The incumbent is responsible for the management of assigned projects to ensure that objectives are achieved in accordance with program descriptions and work plans. This entails: providing technical advice to contractors and grantees as well as members of the PHNE team, monitoring project progress against clear and agreed upon objectives, ensuring compliance with terms and conditions of agreements, ensuring timeliness of implementation, monitoring complex budgets, pipelines, accruals, and other financial matters. The incumbent will: evaluate project performance, maintain project records and reports, prepare required project documentation, recommend solutions to problems, and be responsible in the day to day management of projects. The incumbent will provide professional advice on the implementation of public health programs and on major sector issues and policies. He/she will provide support to the team in maintaining relations and coordination of activities with the host government. The incumbent will use his/her independent judgment and initiative to complete complex tasks with minimal supervision, yet work as a senior member of the team.

USAID Automated Directives System (ADS), Mandatory Standard Provisions, AOR/COR guidebooks and USAID policy manuals on program development, program management and implementation, family planning policy compliance regulations and a variety of technical resources on maternal health and child survival, infectious disease and family planning and reproductive health programs. For further information on the Global Health Initiative (GHI) please



visit the following link: <http://www.usaid.gov/ghi/> and for further information on USAID Forward please visit the following link: <http://forward.usaid.gov/>.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Senior public health expert and facilitator for GOB and partner coordination

- Advise the Mission on PHNE policy matters particularly regarding service delivery issues and commodity security, based on professional observations and assessment of performance statistics, reports and other available data. Undertake appropriate actions to further the policy agenda.
- Ensure that all USAID-supported activities are technically appropriate, coordinated, and aligned with the Government of Bangladesh's (GOB) Health Population and Nutrition Sector Development Program (HPNSDP)
- Collaborate with other donor agencies and better integrate USAID service delivery and health systems strengthening projects into GOB activities, as appropriate.
- Monitor and report on relevant indicators to be incorporated into the Mission Annual Report. Assist PHNE team leadership to draft appropriate sections of the annual and congressional presentation for USAID/Washington. Assess the quality of data on the related Performance Monitoring Plan indicators of the PHNE Program Objective.
- Identify and initiate new program initiatives in which USAID has a comparative advantage to enable implementing partners to attain USAID's development priorities for health.
- Work closely with the PHNE Team, USAID implementing partners, and other collaborating agencies to ensure that program achievements and lessons learned are properly disseminated to key stakeholders.
- Work with the Ministry of Health and Family Welfare counterparts to conduct review meetings, special events, and for a for information of mutual interest.
- Work closely with USAID implementing partners in strengthening coordination of activities and improving relationships among the partners in order to create synergy and maximize PHNE results.



- Represent USAID/Bangladesh at international and national meetings that establish policy recommendations for the region and individual countries in the area of public health.
- Provide technical input into the design of studies/surveys to ensure that customer needs are being met through PHNE programs.

B. As Agreement Officer's Representative (AOR) and/or Activity Manager for the Family Planning Long Acting and Permanent Method (LAPM) activities the incumbent will perform the following duties:

- Guide, oversee and coordinate all program and management activities, e.g., ensuring the quality and timely delivery of work plans, budgets, identify performance problems and initiate appropriate corrective actions, review and approve annual work plans and budgets, track quarterly financial statements and annual performance reports, conduct periodic site visits to monitor/verify performance, ensure reports are in compliance with Agency reporting requirements, and advise the Mission Controller and the Financial Analyst of any financial discrepancies.
- Coordinate with GOB officials, other Implementing Partners, donor agency representatives and NGO technical experts to establish project priorities, expected results to ensure activities support USAID and host government health priorities.
- Provide technical direction in the planning, design, and implementation of private sector LAPM activities to increase family planning use of long acting and permanent methods.
- Review annual work plans and other documents submitted by implementing partners to ensure they are consistent with agreed strategies and program results.
- Review and recommend approval and disallowance of project disbursements, and ensure compliance with Non-Federal Audits (NFA's) and closure of open recommendations.
- Coordinate with USAID/Washington for the timely procurement of contraceptives.
- Serve as the PHNE Team's point of contact to coordinate issues related to national contraceptive security (forecasting, financing, procurement & distribution).



- Provide professional guidance and technical advice to prepare forecasting for short and long term contraceptive and other reproductive health products requirements for the national health and family planning programs.
- Coordinate with donors (World Bank, DFID, KFW, and UNFPA), GOB, and other partners for determining future contraceptive requirements and mobilize financing.
- Provide technical advice and direction including the design and strategic planning for media advocacy for family planning campaign, including involving the private sector.
- Represent USAID/Bangladesh on important national committees, working groups and task forces such as: Social Marketing and Contraceptive Security Working group, National Contraceptive Security Task Force, Logistics Coordination Committee, Donors Coordination Committee for Procurement, and National Task Force for Media Advocacy for Contraceptive Security.
- Draft briefing papers, cables to USAID/W officials for information and action on matters related to family planning, contraceptive security, private sector development.
- Provide professional guidance and technical advice for institutionalizing an effective and efficient logistic management system for contraceptive and reproductive health products for the country.
- Analyze and respond to international training requests, consultant visits and procurement of essential supplies and equipment based on action plans and agreements with the relevant USAID partnership.
- Make regular field trips to monitor program implementation and to meet with USAID beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to implementing partners and PHNE team.

C. FSN technical backstop for Behavior Change Communication related activities

- Provide professional guidance and technical advice to support behavior change communication (BCC) for health.
- Assist in monitoring project progress in the achievement of the goals and



objectives, ensuring the quality and timely delivery of work plans, and reviewing the proposed budgets. Identify problems in performance and initiate appropriate corrective actions.

- Provide expert advice and technical input for involving the public and private sector stakeholders for the behavior change communication interventions of the country.
- Make regular field trips to monitor program implementation and meet with USAID beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to implementing Partners and PHNE team.

The incumbent is responsible for operating USAID information systems and information security to a level of “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. **Education:** A Masters degree in Public Health or equivalent required. *(You must attach a copy of your certificate along with your application form.)*
15 points
2. **Prior Work Experience:** Five to seven years of progressively responsible, professional-level experience in public health is required, including program management, data analysis, interpretation and presentation. At least three years of managerial experience in development assistance or related work for US Government, other donor agencies, host-government organizations or the private sector. The incumbent should have extensive experience with management and marketing of health and family planning programs through the private sector and NGOs, and sufficient experience working with the GOB public health sector. **35 points**



- 3. Knowledge:** Must have thorough knowledge of the concepts, principles, techniques and practices of family planning and primary health care delivery in developing countries. Should be knowledgeable about principles and practices of logistics management and working with the private sector. Should have thorough knowledge of Bangladesh's economic, political, social and cultural characteristics and of the history of development assistance activities in Bangladesh. Should have, or be able to acquire, a thorough knowledge of U.S. Government legislation relating to development assistance, programming policies, regulations, procedures and documentation. **25 points**
- 4. Skills and Abilities:** Ability to plan, organize, manage and evaluate important, responsible and complex projects is required. Ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject-matter is required. Ability to exercise good social and professional judgement, excellent interpersonal skills in cross cultural and multi-level settings. Ability to establish and maintain an extensive range of contacts with high-level officials of the host government and with influential persons in the private sector. Able to maintain collaborative working relationship in a team structure. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV: At this level an employee is required to possess a high degree of proficiency in both written and spoken English.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.



SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.



NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.